

• Cabrillo Pavilion Arts Center Guidelines •

General

- A Building Monitor is on duty at all events. Please check with that individual upon arrival and departure and if any problems should arise. At the end of the event, the Building Monitor will walk through the facility with the renter to ensure that the place is left in good condition.
- Equipment must be dropped off and picked up during the rental span of time. Absolutely no items may be left overnight.
- Renter may not enter earlier than the start of the rental time.
- People and/or equipment are not allowed on the stairs or balcony area, with the exception of decorations on the banister or balcony railings.
- Track lights, plants or paintings are not to be moved.
- The telephone in the Conference Room is for emergency calls only.
- Depending on the number of minors (under 21 years old) at an event, we reserve the right to require uniformed security or childcare.
- Renter is responsible for leaving all areas of the facility in the same condition as found.
- The facility has no control over special events occurring on the beach.

Catering

- Cooking is not allowed on the premises. The warming box in the kitchen is only designed to maintain food at 170° F. Commercial baking sheets should be provided to hold chafing dishes within the box.
- **Barbecuing/cooking is not allowed inside or outside the facility** (i.e. sidewalk, street, parking lots or patios).
- Propane burners are not allowed. Only electric warmers in the kitchen area and sternos in the ballroom are allowed.
- All trash or recycling must be put in garbage bags, tied at the top and put into the Marborg trash or recycling dumpsters located in the Cabrillo East parking lot next to the building. Garbage bags are provided by the facility.
- Do not adjust the thermostat on the refrigerator. It is set at the proper temperature. Any unauthorized adjustment by the caterer that requires repair of the system will be billed to the renter.
- We reserve the right to double the security deposit for self-catered events (i.e. food brought in but family/friends handle clean up).

Beverages

- All alcohol is allowed with the exception of keg beer. It may be served for five (5) hours only per day.
- If alcohol is sold, a permit from the Alcohol Beverage Control board must be obtained and displayed during the event.
- Alcohol is not allowed at events meant for young people between the ages of 13 - 20 years of age.
- Renter must provide bucket containers for chilling and storing the alcohol. Do not use the kitchen trash cans for this purpose. Also, bar mats are provided. Bucket containers must sit on bar mats and not directly on carpet, linoleum or wood.
- Do not dump ice and/or liquids on the plants within the building, on the patios or on the surrounding grounds of the building. Dump all ice in the kitchen sink and run warm water over it to melt.
- We offer recycling of glass bottles & cans at this facility. The renter is responsible for taking bottles & cans to the recycling dumpster, located in the Cabrillo East parking lot.

Decorations

- No open candle flames are allowed. They must be enclosed in a votive or hurricane glass covering.
- No sequins, glitter, confetti, silly string, rice or birdseed allowed in or around the building.
- No nails, staples, thumbtacks or tape with permanent adhesive may be used on the walls to hang decorations.
- If extension cords are used, they must be taped down to the carpeting.
- If ladders are used to hang decorations, there must be a person on the ground keeping the ladder steady.

Music

- End by midnight. We suggest that music stop one (1) hour prior to the end of event to allow sufficient clean-up time.